

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 33-2011

OPEN TO: American Family Members and Current LE Employees (with one or more years) Within the Embassy

POSITION: Mail Supervisor

OPENING DATE: November 16, 2011

CLOSING DATE: November 30, 2011

WORK HOURS: Full-time; 40 hours/ week

GRADE: *Not-Ordinarily Resident: FP-09 (To be confirmed by Washington)

*Ordinarily Resident: FSN Grade 05

The United States Embassy in Freetown is seeking an individual within the Mission for the position of Mail Supervisor. The position is located in the Information Management Section and reports to the Information Management Specialist.

FUNCTIONS OF THE POSITION:

Supervises two mail clerks in the receiving, sorting and distribution of incoming unclassified mail. Monitors all outgoing mail for proper addressing, preparation and adherence to post and department policy.

Supervises two mail clerks in the preparation of outgoing unclassified pouches. Ensures the accurate logging of incoming and outgoing unclassified pouch correspondence. Disseminates instructions on pouch handling procedures and regulations to both the mail room staff and post personnel.

Supervises two mail clerks in the receipt and distribution of correspondence to be delivered to locations throughout Freetown via the mail room messenger service.

Works with mail cargo airlines to ensure satisfactory services, and monitors records on pouch invoices, airway bills and other records received.

Monitors mail room fax, reproduction, binding and laminating services to ensure compliance with Post and department policy. Trains two mail clerks in the performance of all mail room duties.

Acts as rater for two mail clerks, prepares position descriptions and conducts counseling as necessary or appropriate.

Supervises one telephone operator and schedules shift coverage during any period of absence. Works with local guard force to ensure that handling procedures are observed on all incoming local and international courier correspondence.

Acts as liaison to the Diplomatic Pouch and Mail office to resolve all issues with incoming and outgoing pouch mail, to include policy issues and misrouted correspondence.

Briefs all incoming post personnel on mail room services and policies and may occasionally have to drive to Lungi Airport.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of Secondary School.
- 2. Experience:** Three years of mail handling experience required. One year of the experience must have been in a U.S. agency or an international organization.
- 3. English Ability:** Level 3 English ability (good working knowledge) is required.
- 4. Other Criteria:** Must have a thorough knowledge of Diplomatic Pouch Mail procedures and familiarity with the relevant website. The incumbent must also have a good working knowledge of the mission's functions, and procedures of all agencies to which mail service is provided. Some knowledge of telecommunications and radio network.
- 5. Other Skills:** Must be a holder of a driver's license. Good computer skills. Good leadership skills.
- 6. Interpersonal skills:** Good Interpersonal relationship with Motor pool and General Services staff to ensure team spirit in coordinating work.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Mail Supervisor)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;

- Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 30, 2011

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.